



Nantucket Planning Board

Town of Nantucket

Secondary Dwelling Checklist

(Updated January 15, 2015)

- ❖ Application to Planning Board for a Secondary Dwelling. The deadline for applications is always a Monday a week before the Planning Board Meeting by 4:30 p.m. The Planning Board meets once a month the second non-holiday Monday of each month, check meeting schedule for months with Monday holidays. Applicants are strongly encouraged to attend the meeting; however, all applicants will be notified by mail of the Board's decision, unless the applicant requests to pick up their approval/denial letter in the office.
- ❖ \$100.00 Application Fee Payable to the Town of Nantucket, this includes three (3) inspections;
 1. To view site;
 2. Prior to Building Permit conditions; and
 3. Prior to the Certificate of Occupancy;
- ❖ \$50.00 re-inspection
- ❖ Two (2) site plans no larger than 11"x 17", which identify the following:
 - The entire site, including all property lines, existing structures;
 - The road which accesses the site;
 - Existing driveway any proposed modifications or the proposed driveway. The dimensions of the driveway shall be indicated on the site plan. Please note that if the driveway is shared with another property or crosses an abutting property, a copy of the recorded driveway easement will be required;
 - Existing and proposed parking spaces. All parking spaces should be a minimum of nine (9) feet by twenty (20) feet. One compact parking space is permitted per lot which shall be no smaller than seven (7) feet by seventeen (17) feet. All parking shall be dimensioned on the site plan;
 - The existing or proposed construction of the driveway (i.e. dirt, gravel, shell, pavement, etc). Note that unpaved driveways connecting to paved roads will require the construction of a driveway apron pursuant to Zoning Bylaw section 139-20.1;
 - Existing and proposed structures. The footprint of the dwellings shall be indicated on the site plan to ensure that the one (1) of the two (2) dwellings is at least twenty (20) percent smaller in footprint than the other;



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Application for a Secondary Dwelling Permit

Applicant: _____

Mailing address: _____

Daytime phone number: _____ Fax: _____

E-mail Address: _____

Owner (if other than applicant): _____

Mailing address: _____

Location of proposed secondary dwelling:

Street Address: _____

Assessors Tax Map #: _____ Parcel #: _____

Size of Parcel: _____ Zoning District: _____

Secondary Dwelling # of Bedrooms: _____ Primary Dwelling # of Bedrooms: _____

*****Submission Requirements:

See attached checklist dated January 15, 2015.

SECOND DWELLING PARKING REQUIREMENTS

Residential
[§ 139-7]

	Zoning Districts	Single-Family Dwelling	Second-ary Dwelling Unit	Accessory Apartment	Apartment	Garage Apartment	Studio	Duplex	Elder Housing Facilities
Town Residential Districts	R-1	1	.6/br	1	N/A	0.75/br	0	0.75/br	1 per 2 residents
	SR-1								
	ROH	1	1	0	N/A	0.75/br	0	N/A	1 per 2 residents
	SOH								
	R-5	1	1	1	N/A	1.0/br	1	1.0/br	1 per 2 residents
	R-10	2	.75/br	1	N/A	1.0/br	1	1.0/br	1 per 2 residents
	SR-10								
Town Commercial Districts	R-20	2	1.0/br	1	N/A	1.0/br	1	N/A	1 per 2 residents
	SR-20								
	R-40	2	1.0/br	1	N/A	1.0/br	1	N/A	1 per 2 residents
	CDT	1	0	0	0	0	0	0	0
	LC	1	1	0	0.75/br	0.75/br	0	0.75/br	1 per 2 residents
	CMI	1	N/A	0	1.0/br	1.0/br	1	1.0/br	1 per 2 residents
	CN	1	N/A	1	1.0/br	1.0/br	1	1.0/br	1 per 2 residents
Country Residential Districts	CTEC	1	N/A	1	1.0/br	1.0/br	1	1.0/br	1 per 2 residents
	CI	N/A	N/A	N/A	1.0/br	1.0/br	1.0/br	N/A	N/A
	RC	1	1	0	0.75/br	0.75/br	0	0.75/br	1 per 2 residents
	RC-2	2	0.75/br	1	1.0/br	1.0/br	1	1.0/br	1 per 2 residents
	V-R	2	2	1	N/A	1.0/br	1	N/A	1 per 2 residents
	LUG-1	2	2	1	N/A	1.0/br	1	N/A	1 per 2 residents
	LUG-2	2	2	1	N/A	1.0/br	1	N/A	1 per 2 residents
Country Commercial Districts	LUG-3	2	2	1	N/A	1.0/br	1	N/A	1 per 2 residents
	MMD	2	2	1	N/A	1.0/br	1	N/A	N/A
	VN	2	N/A	1	N/A	1.0/br	1	N/A	N/A
	VTEC	2	N/A	1	N/A	1.0/br	1	N/A	N/A



Nantucket Planning Board

NANTUCKET PLANNING BOARD

M e m o r a n d u m

To: Holders of Secondary Dwelling Approval Letters

From: Planning Staff

RE: Next step after Planning Board Approval

Enclosed please find two original documents: a letter addressed to the Building Commissioner stating the conditions of your secondary dwelling approval and a site plan with a red stamp of approval from the Chairman of the Planning Board. These two documents along with any other applicable documents (HDC approved plans, sewer and water permits, etc) must be submitted to the Nantucket Building Department in order to obtain your building permit.

The Planning Department will retain a copy of your approval letter and site plan in its records. When a Certificate of Occupancy (CO) is requested, a review of the original site plan and approval letter, as well as an on-site inspection, will take place. The issuance of the CO may be prevented if any conditions of approval have not been met or if any substantial changes to the site plan have taken place. Substantial changes to the site plan included: altering the placement of structures, the location of the driveway, the number of driveways, etc. Substantial changes to the site plan will require an as-built or a modified site plan to be presented to the Planning Board for approval.

When notifying the Planning staff that you are ready for an inspection, please take a moment to look over your approval letter and approved site plan to confirm that all related site improvements have been completed and all the conditions of approval have been met. If at this time you realize that a modified site plan needs to be submitted to the Planning Board, please submit it prior to requesting an inspection.

If you have any questions please call 508-325-7587.